

ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 8-77

24 June 1977

TO: Agency Training Officers
Budget and Fiscal Officers

SUBJECT: Cash Advances for Agency Sponsorship at
Local Colleges and Universities:
1977 Fall Semester

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1977 Fall Semester must have approval by the Office of Training prior to registration.

Those who desire a tuition advance should comply with the following schedule:

1 August 1977, Monday: Form 136, Request for Training at Non-Agency Facility, is due in OTR, [] Chamber of Commerce Building. Employees whose requests are received after 1 August 1977 will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement.

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11 August 1977, Thursday: Cash advances will be disbursed in [] Headquarters, between 1330 and 1500 hours. There will be no individual advances issued after this date for part-time academic training except when strongly justified, and these must be endorsed by the Chief of Support of the sponsoring component. All other requests will be handled on a reimbursement basis. Accounting instructions will be given at that time.

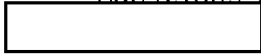
To prevent delays and necessity for reimbursement instead of an advance, Training Officers should ensure that all items on the Form 136 required to justify approval are completed, e.g., objective, cover status, approving signatures, certification of funds, and entrance-on-duty date. Also indicate whether the employee is a graduate, undergraduate, or special student and, where applicable, resident or nonresident of State.

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Questions may be directed to the Office of Training,



NOTE: Requests for courses at colleges with registration dates prior to 11 August 1977 will be handled separately.

This schedule does not apply to the Agency Off-Campus Program.

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1977 Fall SemesterSCHEDULE -- WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>	15-26 August	6 September
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Catholic University</u>	31 August	6 September
<u>University of the District of Columbia</u>	29 Aug - 2 Sep (Tentative)	6 September
<u>George Mason University</u>	25-30 August	1 September
<u>George Washington University</u>	1-3 September	6 September
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Georgetown University</u>	29-30 August	31 August
<u>Howard University</u>	22-24 August	6 September
<u>Montgomery College</u>	Through 31 Aug	6 September
<u>Northern Virginia Community College</u>	22-23 September	26 September
<u>Prince George's Community College</u>	22-23 August	27 August
<u>University of Maryland</u>		
University College	22-23 August	24 August
Off-Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
Northern Virginia Regional Center Agency Off-Campus Program	24 Aug - 7 Sep	12 September
<u>U.S.D.A. Graduate School</u>	17-24 September	26 September